



Town of Alpine

Planning & Zoning Administrator Report to Town Council

Alpine Flats – Permit Extension Request

TO:

Mayor and Town Council

FROM:

Gina Corson, Planning & Zoning Administrator

DATE:

May 28, 2026

SUBJECT:

Request for Additional Permit Extension Time – Alpine Flats Buildings #3 and #4

BACKGROUND

Original building permits for Alpine Flats Buildings #3 and #4 were issued in June 2024. Pursuant to the Town’s adopted permit extension provisions, a one-year extension permit for each building was issued in June 2025.

Under the current regulations, each building remains eligible for one (1) additional one-year extension permit. The cost for each extension permit is \$3,000.00.

The applicant has expressed concern that the projects may not be completed prior to the expiration of the second extension period and has indicated the desire to approach the Town Council regarding the possibility of extending the final extension period by approximately six (6) additional months, effectively extending the permits through the end of 2027.

STAFF ANALYSIS

In the staff’s opinion, the primary issue is not whether the Town could administratively accommodate such a request, but rather whether the Town should grant an exception to the currently adopted extension limitations and, if so, what an appropriate fee structure for that concession should be.



The Town's permit extension limitations exist for several reasons, including:

- ensuring projects progress toward completion within a reasonable timeframe;
- maintaining consistency and fairness in permit administration;
- accounting for changing construction costs and regulatory conditions over time;
- and avoiding indefinite continuation of permits under outdated fee structures.

Staff believes there is value in maintaining consistency with the Town's adopted regulations. Exceptions to permit duration limitations may create precedent concerns and could result in future applicants seeking similar accommodations.

As background, the Alpine Flats Development Agreement included provisions locking the first five (5) buildings into the 2016 building permit fees and water and sewer connection fees. However, water and sewer connection fees are no longer a substantial factor for Buildings #3 and #4 because those utilities have already been installed.

Staff also notes this does not appear to be a situation where construction has simply taken longer than anticipated. To the staff's knowledge, no work has occurred on either Building #3 or Building #4 during the approximately fourteen (14) months the staff has been employed with the Town of Alpine.

If the permits for Buildings #3 and #4 were allowed to expire and the applicant instead submitted new building permit applications, the projects would effectively become eligible for a new permit lifecycle, including two additional extension permits under the current regulations. Under the existing locked-in fee structure established through the Development Agreement, the estimated cost of obtaining a completely new permit for each building would be approximately \$12,847.00.

STAFF RECOMMENDATION

Staff recommends the Town continue to enforce the currently adopted extension limitations and extension fee structure as written. Staff believes the existing rules serve an important administrative and policy function, and deviations from those standards may create future precedent concerns.

However, if the Town Council wishes to allow an additional six (6) month extension beyond the currently authorized extension period, staff recommends that Council consider imposing a fee structure that reflects the additional concession being granted.



For reference:

- the current one-year extension fee is \$3,000.00;
- one-half of that extension fee would equal \$1,500.00; and
- one-half of the cost of a new building permit application under the reduced Development Agreement fee structure would equal approximately \$6,423.50.

Based on those figures, staff would recommend an additional six (6) month extension fee of approximately \$7,923.50 per building if Council elects to authorize an extension beyond the currently adopted extension limitations.

POLICY CONSIDERATION

Ultimately, staff believes the question before the Council is less about administrative feasibility and more about policy direction regarding:

- consistency in permit administration;
- fairness to future applicants;
- precedent for future extension requests;
- and the appropriate balance between project flexibility and adherence to adopted permit regulations.

Gina Corson,
Planning and Zoning Administrator
Town of Alpine, WY